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CAREER SERVICE COMMITTEE

Working Group on EXTENSION TRAINING

Minutes of 10th Meeting, 17 January 1952

The Group met at 1030, in Room 117, Central Building

PRESENT:

[REDACTED], Career Service Committee

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ABSENT:

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DC	69	REV DATE	22 JUN 1951	BY	[REDACTED]
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JUST	22	NEXT REV	2011	AUTH:	HR 10-2

1. The minutes of the 9th meeting, 10 January 1952, were reviewed and approved subject to the following addition:

In paragraph 2, add the following sentence to the indented paragraph beginning "Any training assignment":

Administrative arrangements should be made to protect the interests of the individuals, Offices concerned and the Office of Training.

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[REDACTED] was requested to bring the paragraph as amended to the attention of the Working Group on Rotation and to the Director of Personnel, and to report their comments to the Group.

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2. [REDACTED] distributed copies of a revised draft giving a possible course of action on material covered in paragraph 2, question (g), minutes of 9th meeting, 10 January 1952. The revised draft was discussed in part and further revisions agreed upon (See Annex). It was agreed that the proposed revisions and the portion of the memo not yet discussed would be the first items of the agenda for the next meeting.

3. It was agreed that the next meeting would be Thursday, 24 January 1952, with the following agenda:

- a. Further consideration of [REDACTED] draft and suggested revisions per paragraph 2 above.

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- b. Consideration of the question of security involved in Extension Training.

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c. Consideration of the possible magnitude of the training program to be recommended by the Group

h. The meeting adjourned at 1235.

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A N N E X

Minutes of 10th Meeting, 17 January 1952

I. General Principle

Whenever possible, existing facilities outside the Agency should be used for training. In some cases, outside facilities may be created through arrangement with another Agency, university, or corporation. In other cases, facilities may be improved through subsidy. Four considerations may make external training undesirable:

- (1) Security. Some employees cannot be sent outside in groups. Most of our material cannot be released for outside use.
- (2) Availability of instructors. Better instruction in some fields can be obtained inside the Agency, and in some cases, none can be obtained outside.
- (3) Economy. For short courses, involving substantial numbers of people, it may be cheaper to bring the instructors in than to send the students out.
- (4) Time. It may be more satisfactory to set up a part-time course inside than to send employees out as either part-time or full-time students.

II. Specific Courses of Training

- (1) Intelligence training in the organization of this Agency, its mission, its place in the intelligence structure, and on foreign intelligence agencies must be given in the Agency, or at least in the government.

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Training in methods of intelligence work must be given inside insofar as it pertains to tradecraft, operations, and our own methods; but training in research as such may better be given in a good graduate school.

Consideration should be given to availability of courses in the schools of the Armed Forces ^{AND} Departments of the U. S. Government before providing courses within the agency. Schools of friendly foreign governments also may offer valuable opportunities.

(2) Languages. As much language training as is practicable should be carried on outside the Agency. Groups of overt personnel should be trained outside the Agency but groups of covert personnel must be trained inside the Agency. Beginning language training on an individual basis, for both overt and covert personnel, should be done outside the Agency for reasons of economy and in cases where such language training, while not a prerequisite of present duty, may be of ultimate value to the Agency, the individuals concerned should be encouraged and subsidized, through payment of tuition, to carry on their training on their own time. It is understood that the CIA language laboratory is designed to provide part-time instruction to improve or preserve existing linguistic abilities.

(3) Area Study. For advanced and protracted study, the Agency should take advantage of academic programs (influencing the emphasis when necessary), Military and State programs, and travel.

OTR should establish short introductory programs in the various areas, designed to give employees elementary knowledge and orientation so that they may better be able to learn on the job.

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(4) Specialized Instruction. There is no reason to believe that we will ever be able to offer instruction in the various scientific fields, nor that we should. OTR is prepared to arrange such instruction outside for individuals and groups. The same principle would apply to instruction in the fields of economics and other subjects, and to industrial training programs.

However, if an office wishes to have a special course set up within the Agency for a substantial group in any subject whatever, OTR is prepared to bring in specialists to give the instruction together with qualified employees.

(5) Clerical. Some instruction is given to improve existing clerical skills.

(6) Administrative. The question of giving instruction in the lower and more mechanical aspects of administration is under discussion. It is doubtful that the higher administrative and executive skills can be taught by anything but experience.

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